

APPENDIX A  
APPLICATION FOR FUNDING OF  
HOUSEHOLD HAZARDOUS MATERIAL/SCHOOL LAB MATERIAL COLLECTION  
PROJECT

Introduction:

LDEQ will administer the Louisiana Household Hazardous Material/School Lab Material Collection Program with funds obtained through penalty settlements. The schedule for the program is:

**Deadline for application submission to LDEQ – January 12, 2009, Noon.**  
**Notification of awards by LDEQ, LMA, and PJAL – on or about February 4, 2009.**

Instructions:

Please complete the following applicant information and evaluation questionnaire in order to be considered for selection in this program. Additional pages may be used to answer the questionnaire.

Return this application, no later than Noon on January 12, 2009 to:

Louisiana Department of Environmental Quality  
Office of the Secretary  
602 N. 5th St.  
Baton Rouge, LA 70802  
ATTN: Karen Fisher-Brasher

or mail to:

Louisiana Department of Environmental Quality  
Office of the Secretary  
P. O. Box 4301  
Baton Rouge, LA 70821-4301  
ATTN: Karen Fisher-Brasher

If applicants have questions regarding the application process, please call Karen Fisher-Brasher at (225) 219-3265 or email at [Karen.Fisher@la.gov](mailto:Karen.Fisher@la.gov).

Mail through the U. S. Postal Services is not delivered directly to the LDEQ headquarters building. Therefore, applicants are advised to hand deliver or send their proposals by some means other than the U.S. Mail. **Applicants are further advised not to wait until the last day to dispatch their proposals. Maximum competition is encouraged but time extensions for messenger delays or other causes will not be granted. Proposals will not be accepted by facsimile (FAX) or electronic mail (e-mail).**

Applicants are solely responsible for the timely delivery of their proposals. LDEQ will not acknowledge by mail or telephone timely receipt of proposals.

### A. APPLICANT INFORMATION

<b>NAME OF APPLICANT:</b>				<b>FEDERAL TAX ID #:</b>		
<b>MAILING ADDRESS OF APPLICANT:</b>			<b>STREET ADDRESS OF APPLICANT:</b>			
CITY	STATE	ZIP	CITY	STATE	ZIP	
TELEPHONE NUMBER			FAX NUMBER			
<b>PROGRAM CONTACT PERSON:</b>			<b>RESPONSIBLE OFFICIAL:</b>			
NAME			NAME			
TITLE			TITLE			
ADDRESS			ADDRESS			
CITY			CITY			
STATE & ZIP			STATE & ZIP			
PHONE NUMBER			PHONE NUMBER			
E-MAIL ADDRESS			E-MAIL ADDRESS			
<b>PERSON COMPLETING THIS APPLICATION:</b>						
NAME						
ADDRESS						
CITY				STATE & ZIP		
PHONE NUMBER				E-MAIL ADDRESS		

THIS PROJECT IS:

- A. NEW
- B. AN EXPANSION OF ONGOING PROGRAM
- C. OTHER

Please explain:

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## EVALUATION QUESTIONNAIRE:

### A. The Project

Note: Qualifying projects include projects for school laboratory chemicals and/or household hazardous material. The disposal of commercial waste is prohibited from receiving funding under this program.

#### 1. Project Goals (15 points)

- a. Provide a brief description/summary of the proposed project.
- b. Summarize the goals and environmental benefits associated with the project.
- c. Demonstrate the need for the project.
- d. Describe successes and failures of past projects.
- e. Describe the demographics of the affected community.
- f. Describe the types and amounts of material anticipated to be collected.
- g. Give examples of environmental benefits unique to your community.

#### 2. Implementation Plan (15 points)

- a. Who will implement the project?
- b. Describe experience in conducting these types of projects.
- c. List partners involved in the project and their role(s).
- d. Explain how the collected material will be managed or disposed after collection?
- e. Explain who will handle the collected material?
- e. Provide a timeline for the project. List the anticipated dates of completion for each intended task or milestone.

#### 3. Budget (15 points)

- a. Provide the budget for this project itemized by line-item.
- b. Provide any details regarding an in-kind or cash match.

**Note: All applicants must provide at least a 25% in-kind or cash match to qualify for an award.**

#### 4. Logistics (15 points)

- a. Describe the logistics of how individuals will access the collection location.
- b. Discuss parking and traffic flow.

- c. Discuss security and safety issues along with local law enforcement, fire department, and EMS involvement.
- d. Provide a physical description of the project's intended location and include a map of where the project will be implemented

5. Project Reporting (10 points)

- a. How will all expenses be accounted for?
- b. How will the success of the program be evaluated?
- c. How will final disposition of all collected material be documented?
- d. Explain the approach to tracking and reporting results. This should reflect only activities outlined in the individual proposal.

B. Project Partners and Sustainability (30pts)

- 1. Summarize your community's ability to sustain future projects without outside financial assistance.
- 2. Attach letters of commitment from project partners confirming participation and contributions.
- 3. Describe your efforts to develop relationships and leverage resources from other organizations.
- 4. Describe efforts and commitments to continue the program beyond the initial funding period.
- 5. Discuss the use of trained professionals and/or contractors to handle and transport the material.

C. SIGNATURE

To the best of my knowledge and belief, data in this application is true and correct. Completion and submission of this application does not guarantee selection for this program. If selected for this program, the recipient must sign a cooperative agreement with the Department of Environmental Quality outlining all procedures, deliverables, and expectations of the project.

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Signature of Authorized Official

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Date

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Title